



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SEALED BID PURCHASING OFFICER

Job Number: 20001719

Job Code: 92660V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 04/16/1999

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a portfolio of contracts to maximize the effectiveness of state purchasing policies. Performs formal solicitation of goods and services that exceed an agency's small purchase delegation. Works with two or more procurement groups or service areas; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of purchasing experience in governmental purchasing practices and procedures including at least one year of contract management experience.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in business administration will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Purchasing experience in governmental purchasing practices and procedures will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Purchases goods and services requiring technical knowledge or complex items. Develops invitations for Invitations to Bid for annual price contracts for specific commodities. Uses statewide procurement software for procurement, reporting and analysis. Reviews bids and analyzes responses for best value. Negotiates with vendors over terms, conditions and modifications to price contracts. Works to improve vendor relationships within a procurement group. Advises agency representatives on purchasing practices related to quote-based and sealed bid procurement and requisition and specification development. Ensures assigned purchases for agencies are made in compliance with statutes, policies, procedures and practices such as best value procurement and materials management. Responds to inquiries from internal customers and vendors in a timely manner. Manages a portfolio of price contracts. Reviews and analyzes purchasing activity against price contracts for termination, renewal, modification and/or consolidation. Processes modifications to annual price contracts to serve the needs of agencies and vendors. Resolves vendor complaint issues. Maintains supplier performance data on price contracts. Participates in or assists in the coordination of commodity procurement teams and interagency workgroups. Assists in the development, implementation and monitoring adherence of state purchases policies and procedures. Makes recommendations to agencies on appropriate terms, conditions, specifications and other requirements to support best value procurement and material management practices. Leads best value evaluation teams.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office environment.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*